

## New Users at CERN:

### Before arrival

- Prepare your registration (CERN Guide for Newcomers): <http://cern.ch/ph-dep-UsersOffice/NewcomersGuide/Beforeyoucome.html>
- Ask a CERN contact to arrange a 1-day pass for the day of your arrival (weekdays only).

### Upon arrival

- Go to reception in Bldg. 33 to get a 1-day visitor pass (if not pre-arranged, a CERN person on site will need to be contacted).
- Users should go to the Users' Office Bldg 61.

### After registration

- CERN access card: Issued in Bldg. 55/1-002: [access.registration@cern.ch](mailto:access.registration@cern.ch) once registered by the Users' Office.
- Computing Accounts: <http://cern.ch/it-dep/need-help/new-users.htm>
- Computing account management portal: <https://cern.ch/cernaccount/>
- Basic safety and access courses: Bldg. 55-R-001
- Personal Dosimeter: <http://cern.ch/service-rp-dosimetry/>

### Contact information

PH-Department: <http://cern.ch/ph-dep/>  
 PH Safety Office: <http://cern.ch/ph-dep/Safety/Safety.html>  
 SPS Coordinator: [spsco@cern.ch](mailto:spsco@cern.ch)  
 DSO: [dso.ph@cern.ch](mailto:dso.ph@cern.ch)  
 EA Beam and Liaison Physicist:  
[http://cern.ch/ph-dep/Safety/Experiments/EA\\_LP.htm](http://cern.ch/ph-dep/Safety/Experiments/EA_LP.htm)  
 For ISOLDE Users:  
<http://cern.ch/ISOLDE> e-mail: [isolde.secretariat@cern.ch](mailto:isolde.secretariat@cern.ch)  
 ISOLDE Coordinator: [isolde.coordinator@cern.ch](mailto:isolde.coordinator@cern.ch)  
 TSO of Bldg.: <http://safety.cern.ch/TSO.html>  
 Occupational Health & Safety and Environmental Protection Unit (HSE) <https://cern.ch/hse-unit/Pages/default.aspx>  
 Administrative support:  
<http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/AdministrativeSupport.html>  
 Education training: <http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/EducationTrainingJobs.html>  
 Technical Support Services:  
<http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/TechnicalSupportServices.html>  
 Technical infrastructure (TI):  
<http://ab-dep-op-ti.web.cern.ch/ab-dep-op-ti/>  
 CERN Stores: [cern.stores@cern.ch](mailto:cern.stores@cern.ch)

CERN-Sites (map): <http://maps.cern.ch/mapsearch/>  
 Logistic services (Shipping-Guidelines concerning deliveries to CERN): <http://gs-dep.web.cern.ch/gs-dep/groups/sem/ls/LogisticServices/ShippingGuidelinesDeliveriesToCERN.htm>  
 Emergency, safety and health: <http://cern.ch/ph-dep-UsersOffice/NewcomersGuide/EmergencySafetyHealth.html>

### Technical services

Technical help desk, IT Support, Waste collection: 77777  
 Technical infrastructure (TI): 77777 or 72201  
 CERN Control Center (CCC): 77500  
 Removal Service: 164684  
 Goods distribution or transport: 163844  
 Light logistic services: 72500

### On site services

<http://user.web.cern.ch/user/AcceleratorServices/OnSiteServices/OnSiteServices.html>  
 Internal Shuttle bus: <http://cern.ch/ShuttleService>  
 User services for SMI: cars, bikes, small works, locks, keys  
<http://ph-dep.web.cern.ch/ph-dep/Services/SMI/SMIContacts.html>



PH SAFETY OFFICE - APRIL 2011 - (Contact: Bruno Pichler)

# PH Physics Department



*This document is intended for "Users" who are running or installing equipment on the experiments at CERN.*

*It provides information on some basic aspects and procedures of the Laboratory which will help you in your first steps. It includes general safety information.*



## Safety procedures for experiments at CERN

After approval of the experiment by the research board the Spokesperson (or GLIMOS, delegated safety person) completes the ISIEC form (Initial Safety Information on Experiments at CERN) and sent to:

PS/SPS Physics Coordinator (spsco@cern.ch)  
 PH-DSO (dso.ph@cern.ch)  
 HSE (Joao.Carlos.Batista.Lopes@cern.ch)

Provide the following items for the planned equipment installation:

- Drawing or draft
- Detailed planning (date/time)
- Installation procedure document and distribute to: spsco@cern.ch dso.ph@cern.ch

and to the EA Beam and Liaison Physicist:  
[http://cern.ch/ph-dep/Safety/Experiments/EA\\_LP.htm](http://cern.ch/ph-dep/Safety/Experiments/EA_LP.htm) or  
 for ISOLDE Users: isolde.coordinator@cern.ch

GLIMOS must request a safety training course:  
 dso.ph@cern.ch

Install the "blue poster" in your zone and counting room:  
[http://cern.ch/ph-dep/Safety/Forms/Experiments/Blue%20Poster/Form\\_F4-2010-ver2.pdf](http://cern.ch/ph-dep/Safety/Forms/Experiments/Blue%20Poster/Form_F4-2010-ver2.pdf)

Request an initial safety visit with the DSO:  
 dso.ph@cern.ch



### Main safety topics

See Safety Guide, Part III: <http://safetyguide.web.cern.ch/safetyguide/>

**Mechanical (Chapter 37)** Pressure vessel, lifting and handling, structures, machine, gas bottles, ..

**Chemical (Chapter 26, 34,35)** Flammable gas, chemicals, dye, ..

**Electrical (Chapter 36)** Grounding, cable installation, emergency stop

**Fire prevention (Chapter 38,39)** Safety passage, fire extinguisher, ..

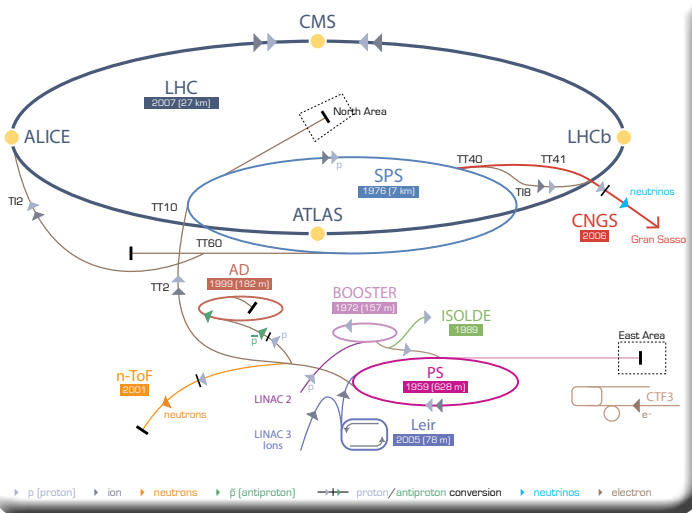
**Radiation (Chapter 40,41,42)** Ionizing, non ionizing, magnetic field, ..

**Laser (Chapter 41.1)**

**Cryogenics (Part II Chapter 14.3)**

**General working safety (Chapter 17 pp)** cleanliness, ergonomics, passages, falling objects, ..

**Road safety (Chapter 33)** Traffic rules and accidents, good habits on the road, ..



### Safety for Users coming to CERN: you must ...

1. have attended the basic safety and access courses,
2. have attended RP course,
3. wear personal dosimeter in radiation controlled areas at all times,
4. inform all participants of safety hazards and risks in their zone,
5. wear personal protective equipment during installation,
6. take note of safety equipment,
7. keep zone and counting room organized and clean: "Good house keeping",
8. keep evacuation paths clear,
9. store safely and remove unused material,
10. respect traffic and usage rules of CERN vehicles, ..

## Medical Service

Located in Bldg. 57, 8:00 a.m. - 5:30 p.m., Monday to Friday

**Emergency care:** Infirmary 73476 or 73802  
 Appointments: Secretariat 73186 or 78435  
 Medical doctors 73156 or 74166  
 Hematology 72198

Reporting of accidents, incidents, near misses:  
<https://edh.cern.ch/Document/Accident> (EDH accountc required)

### Safety for Users means to identify in their zone...



1. nearest fire extinguishers,
2. emergency stops: AUG, AUL,
3. evacuation paths,
4. fire alarm system,
5. first aid box,
6. evacuation assembly point,
7. nearest telephone, ...

### In case of emergency, call the fire brigade:



**74444**



### Fire - Accident or Pollution

<https://espace.cern.ch/service-FireBrigade-MedicalService/default.aspx>

## Glossary

GLIMOS	Group Leader in matters of Safety	RSO	Radiation Safety Officer
ISIEC	Initial Safety Information on Experiments at CERN	TSO	Territorial Safety Officer
EA	Experimental Area	EO	Equipment Supervisor
DSO	Department Safety Officer	PH	Physics Department
		AUG	General Emergency Stop
CSO	Cryogenic Safety Officer	AUL	Local Emergency Stop
		RP	Radiation Protection
FGSO	Flammable Gas Safety Officer	SAPOCO	Safety Policy at CERN
		SMI	Space Management Infrastructure
LSO	Laser Safety Officer		